

Index



special characters

* (asterisk), **WINDOWS XP C-12**
... (ellipsis), **WINDOWS XP A-11, WINDOWS XP A-14**

► A

accessibility for special needs, **WINDOWS XP A-13**
accessories, **WINDOWS XP B-1–19**
 starting, **WINDOWS XP B-3**
accounts, e-mail, **WINDOWS XP H-2**
Action button, Address Book, **WINDOWS XP H-7**
activating Windows XP, **WINDOWS XP AP-7**
active window, **WINDOWS XP A-8, WINDOWS XP A-9**
Add a Contact Wizard dialog box, **WINDOWS XP I-13**
Add Favorite dialog box, **WINDOWS XP G-10, WINDOWS XP G-11**
Add Hardware dialog box, **WINDOWS XP N-10, WINDOWS XP N-11**
adding programs, **WINDOWS XP F-16–17**
Add Network Place Wizard, **WINDOWS XP F-14**,
 WINDOWS XP F-15
Add or Remove Programs window, **WINDOWS XP F-14**,
 WINDOWS XP F-15
Add Printer Wizard dialog box, **WINDOWS XP N-4**,
 WINDOWS XP N-5
Address bar, Internet Explorer window, **WINDOWS XP G-7**,
 WINDOWS XP G-10
 Windows XP Home versus Professional Editions,
 WINDOWS XP AP-5
Address Book, adding contacts, **WINDOWS XP H-6–7**
Address Book window, **WINDOWS XP H-6, WINDOWS XP H-7**
Addresses button, Outlook Express, **WINDOWS XP H-5**
administrative tools, **WINDOWS XP P-1–19**
 accessing from Start menu, **WINDOWS XP P-2**
 alerts, **WINDOWS XP P-10–11**
 Computer Management, **WINDOWS XP P-3**,
 WINDOWS XP P-12–13
 Event Viewer, *See* Event Viewer
 file systems, **WINDOWS XP P-14–15**
 managing disks, **WINDOWS XP P-16–17**
 monitoring local security settings, **WINDOWS XP P-18–19**
 performance charts, **WINDOWS XP P-8–9**
Administrative Tools window, **WINDOWS XP P-2**,
 WINDOWS XP P-3
Advanced Research Projects Agency Network (ARPANET),
 WINDOWS XP G-3
Advanced tab
 Internet Options dialog box, **WINDOWS XP G-15**
 Power Options dialog box, **WINDOWS XP AP-3**
 Power Options Properties dialog box, **WINDOWS XP AP-13**
 Printer Properties dialog box, **WINDOWS XP N-7**
Airbrush tool, **WINDOWS XP B-11**
Alarms tab
 Power Options dialog box, **WINDOWS XP AP-13**
 Power Options Properties dialog box, **WINDOWS XP AP-13**
alerts, **WINDOWS XP P-10–11**
 actions and schedules, **WINDOWS XP P-10**
Align Left button, **WINDOWS XP B-9**
Align Right button, **WINDOWS XP B-9**
Align to Grid, View menu, **WINDOWS XP C-11**
all devices and system summary reports, **WINDOWS XP N-14**
allocation units, **WINDOWS XP P-14**
Allocation unit size option, Format dialog box, **WINDOWS XP F-3**
All Programs command, **WINDOWS XP A-7**
Analysis Report dialog box, **WINDOWS XP F-8, WINDOWS XP F-9**
animated search character, turning off, **WINDOWS XP C-12**
animation formats, **WINDOWS XP K-11**
antivirus software, **WINDOWS XP F-3**
APM tab
 Power Options dialog box, **WINDOWS XP AP-13**
 Power Options Properties dialog box, **WINDOWS XP AP-13**

Appearance tab, Display Properties dialog box,
 WINDOWS XP E-6, WINDOWS XP E-7
applications, **WINDOWS XP A-1**
 adding, **WINDOWS XP F-16–17**
 copying data between, **WINDOWS XP B-12–13**
 inactive, terminating, **WINDOWS XP F-11**
 installing, **WINDOWS XP F-16–17**
 older, running on Windows XP, **WINDOWS XP F-17**
 removing, **WINDOWS XP F-14–15**
 sharing in Windows Messenger, **WINDOWS XP I-17**
archive attribute, **WINDOWS XP O-2**
archiving event logs, **WINDOWS XP P-6**
arguments of commands, **WINDOWS XP F-18**
ARPANET (Advanced Research Projects Agency Network),
 WINDOWS XP G-3
articles, newsgroups, **WINDOWS XP H-14**
ASR disks. *See* Automated System Recovery (ASR) disks
ASR (Automated System Recovery) disks, **WINDOWS XP O-6**
asterisk (*) wildcard, **WINDOWS XP C-12**
attachments to e-mail messages, **WINDOWS XP H-9**
audio communication, Windows Messenger, **WINDOWS XP I-14**,
 WINDOWS XP I-15
audio files
 adjusting levels in Movie Maker, **WINDOWS XP M-16**
 clip sources, **WINDOWS XP M-5**
 formats, **WINDOWS XP K-11, WINDOWS XP M-7**
 Movie Maker soundtracks, **WINDOWS XP M-16–17**
 playing, **WINDOWS XP B-16, WINDOWS XP B-17**
 recording directly in Movie Maker, **WINDOWS XP M-7**
auditing security events, **WINDOWS XP P-18–19**
Auto Arrange option, View menu, **WINDOWS XP C-11**
AutoComplete feature, **WINDOWS XP B-4, WINDOWS XP G-10**
Auto-hide, **WINDOWS XP E-16**
Automated System Recovery (ASR) disks, **WINDOWS XP F-13**,
 WINDOWS XP O-6
 Windows XP Home versus Professional Editions,
 WINDOWS XP AP-4
AutoPlay, changing settings, **WINDOWS XP L-19**

► B

background, desktop, **WINDOWS XP E-2–3**
background printing, **WINDOWS XP N-6**
backing up, **WINDOWS XP F-7, WINDOWS XP O-1–19**
 Backup reports, **WINDOWS XP O-12–13**
 backup strategy, **WINDOWS XP O-2–3**
 copying files to hard drive, **WINDOWS XP O-4–5**
 deleting backup sets, **WINDOWS XP O-18–19**
 on different disk file systems, **WINDOWS XP O-8**
 excluding files, **WINDOWS XP O-17**
 incremental backups, **WINDOWS XP O-2, WINDOWS XP O-14–15**
 before installing Windows XP, **WINDOWS XP AP-6**
 normal backups, **WINDOWS XP O-2, WINDOWS XP O-10–11**
 permissions, **WINDOWS XP O-7**
 restoring backed up files, **WINDOWS XP O-16–17**
 rotating backups, **WINDOWS XP O-3**
 scheduling backups, **WINDOWS XP O-19**
 selecting files, **WINDOWS XP O-8–9**
 starting Backup, **WINDOWS XP O-6–7**
 tape drives, **WINDOWS XP O-15**
 Windows XP Home versus Professional Editions,
 WINDOWS XP AP-4
Backup Log tab, Options dialog box, **WINDOWS XP O-13**
backup media, **WINDOWS XP O-2**
Backup Progress dialog box, **WINDOWS XP O-11**,
 WINDOWS XP O-12
backup strategies, **WINDOWS XP O-2–3**
Backup Tab tab, Options dialog box, **WINDOWS XP O-13**

Backup utility
 reports, **WINDOWS XP O-12–13**
 starting, **WINDOWS XP O-6–7**
Backup window, **WINDOWS XP O-18, WINDOWS XP O-19**
bad sectors, **WINDOWS XP F-6**
baseline charts, **WINDOWS XP P-9**
bitmap files, **WINDOWS XP B-10**
bitmapped characters, **WINDOWS XP E-12**
blocking e-mail messages, **WINDOWS XP H-13**
Bold button, **WINDOWS XP B-9**
bookmarks, importing from other browsers, **WINDOWS XP G-10**
bridges, **WINDOWS XP J-2**
Briefcase feature, **WINDOWS XP F-5**
broadband, **WINDOWS XP G-4**
Browse for Folder dialog box, **WINDOWS XP J-11**
browsing the Web, **MSN Explorer, WINDOWS XP I-10**
Brush tool, **WINDOWS XP B-11**
buddies, **WINDOWS XP AP-2**
bullet marks in menus, **WINDOWS XP A-10**
Bullets button, **WINDOWS XP B-9**
burning CDs, **WINDOWS XP AP-2, WINDOWS XP D-18**
bytes, **WINDOWS XP D-11**

► C

cameras, digital, **WINDOWS XP L-2–3**
camera window, **WINDOWS XP L-3**
Capacity option, Format dialog box, **WINDOWS XP F-3**
cascading menus, **WINDOWS XP A-6**
catalog of backed up files, **WINDOWS XP O-16**
Category column, Event Viewer, **WINDOWS XP P-5**
CD(s)
 burning, **WINDOWS XP AP-2, WINDOWS XP D-18**
 changing multimedia AutoPlay settings, **WINDOWS XP L-19**
 copying music, **WINDOWS XP L-16, WINDOWS XP L-17**
 managing files and folders, **WINDOWS XP D-18–19**
 music, creating, **WINDOWS XP D-19**
 playing music, **WINDOWS XP L-16, WINDOWS XP L-17**
cd command, **WINDOWS XP F-19**
CD-Rs (compact disc-recordables), **WINDOWS XP D-18**
CD-RWs (compact disc rewritables), **WINDOWS XP D-18**
CD Writing Wizard, **WINDOWS XP D-18, WINDOWS XP D-19**
Center button, **WINDOWS XP B-9**
Center display, desktop, **WINDOWS XP E-2**
certificate(s), Internet privacy, **WINDOWS XP I-6**,
 WINDOWS XP I-7
Certificate dialog box, **WINDOWS XP I-6, WINDOWS XP I-7**
Certificate Import Wizard dialog box, **WINDOWS XP I-6**,
 WINDOWS XP I-7
Certificates dialog box, **WINDOWS XP I-6, WINDOWS XP I-7**
Certification Authorities (CAs), **WINDOWS XP I-6**
characters, bitmapped, **WINDOWS XP E-12**
check boxes in dialog boxes, **WINDOWS XP A-15**
Check Disk program, **WINDOWS XP F-6–7**
check marks in menus, **WINDOWS XP A-10**
Choose Details dialog box, **WINDOWS XP D-6, WINDOWS XP D-7**
cleaning up desktop, **WINDOWS XP E-5**
clean installs, **WINDOWS XP AP-6**
ClearType fonts, **WINDOWS XP AP-14–15**
clicking, **WINDOWS XP A-4, WINDOWS XP A-5**
clients, **WINDOWS XP J-2, WINDOWS XP J-3**
client/server networking, **WINDOWS XP J-2**
client type, network connection, **WINDOWS XP J-5**
Clipboard, **WINDOWS XP B-6**
clips
 collections. *See* collections
 importing, **WINDOWS XP M-2**
 organizing, **WINDOWS XP M-8, WINDOWS XP M-9**

Index

recording directly into Movie Maker, **WINDOWS** **XP** **M-7**
removing, **WINDOWS** **XP** **M-8**, **WINDOWS** **XP** **M-9**
sources, **WINDOWS** **XP** **M-5**
transitions, **WINDOWS** **XP** **M-2**, **WINDOWS** **XP** **M-14-15**
trimming, **WINDOWS** **XP** **M-2**
collections, **WINDOWS** **XP** **B-18**
organizing, **WINDOWS** **XP** **M-8**, **WINDOWS** **XP** **M-9**
removing, **WINDOWS** **XP** **M-8**, **WINDOWS** **XP** **M-9**
Collections area, Movie Maker, **WINDOWS** **XP** **M-6**
Collections pane, Movie Maker, **WINDOWS** **XP** **M-6**
Color button, **WINDOWS** **XP** **B-9**
columns, Details view, moving, **WINDOWS** **XP** **D-6**
command(s), **WINDOWS** **XP** **A-10**. *See also specific commands*
 adding sound effects, **WINDOWS** **XP** **E-7**
 arguments, **WINDOWS** **XP** **F-18**
 dimmed, **WINDOWS** **XP** **A-11**
 ellipses (...), **WINDOWS** **XP** **A-11**, **WINDOWS** **XP** **A-14**
 MS-DOS, **WINDOWS** **XP** **F-18-19**
 output, **WINDOWS** **XP** **F-18**
command buttons, **WINDOWS** **XP** **A-15**
command-line interface, **WINDOWS** **XP** **F-18**
command prompt, **WINDOWS** **XP** **F-18**
Command Prompt window, **WINDOWS** **XP** **F-18-19**
command syntax, **WINDOWS** **XP** **F-18**
compact disc(s). *See* CD(s)
compact disc-recordables (CD-Rs), **WINDOWS** **XP** **D-18**
compact disc rewritable (CD-RWs), **WINDOWS** **XP** **D-18**
complex passwords, **WINDOWS** **XP** **P-18**
Component Services tool, **WINDOWS** **XP** **P-3**
compressing files and folders, **WINDOWS** **XP** **D-12-13**
Computer column, Event Viewer, **WINDOWS** **XP** **P-5**
Computer Management tool, **WINDOWS** **XP** **P-3**,
 WINDOWS **XP** **P-12-13**
Computer Name Changes dialog box, **WINDOWS** **XP** **J-4**,
 WINDOWS **XP** **J-5**
computer viruses, protecting against, **WINDOWS** **XP** **F-3**
Connections tab, Internet Options dialog box, **WINDOWS** **XP** **G-15**
console trees, **WINDOWS** **XP** **P-12**
contacts, **WINDOWS** **XP** **H-6**
 adding to Address Book, **WINDOWS** **XP** **H-6-7**
 contact groups, **WINDOWS** **XP** **H-6**
 printing from Address Book, **WINDOWS** **XP** **H-7**
Contacts list
 Outlook Express window, **WINDOWS** **XP** **H-4**, **WINDOWS** **XP** **H-5**
 sorting by groups, **WINDOWS** **XP** **I-13**
Content Advisor, **WINDOWS** **XP** **I-2**, **WINDOWS** **XP** **I-3**
Content tab, Internet Options dialog box, **WINDOWS** **XP** **G-15**
context-sensitive help, **WINDOWS** **XP** **A-17**
contiguous locations, **WINDOWS** **XP** **F-8**
Control Panel, **WINDOWS** **XP** **A-6**, **WINDOWS** **XP** **E-1-19**
 adding scheduled tasks, **WINDOWS** **XP** **E-14-15**
 customizing desktop, **WINDOWS** **XP** **E-4-5**
 customizing Start menu, **WINDOWS** **XP** **E-18-19**
 customizing taskbar, **WINDOWS** **XP** **E-16-17**
 date and time settings, **WINDOWS** **XP** **E-10-11**
 desktop appearance, **WINDOWS** **XP** **E-6-7**
 desktop background, **WINDOWS** **XP** **E-2-3**
 desktop screen settings, **WINDOWS** **XP** **E-8-9**
 displaying, **WINDOWS** **XP** **D-4**
 fonts, **WINDOWS** **XP** **E-12-13**
Control Panel command, **WINDOWS** **XP** **A-7**
conversation threads, **WINDOWS** **XP** **H-18**
Conversation window, **WINDOWS** **XP** **I-13**
cookies, **WINDOWS** **XP** **I-4**, **WINDOWS** **XP** **I-5**
copy backups, **WINDOWS** **XP** **O-2**
Copy Disk dialog box, **WINDOWS** **XP** **F-4**, **WINDOWS** **XP** **F-5**
copying
 data between programs, **WINDOWS** **XP** **B-12-13**
 disks, **WINDOWS** **XP** **F-4-5**
 files and folders, **WINDOWS** **XP** **C-14-15**
 files to hard drives, **WINDOWS** **XP** **O-4-5**
 music from CDs, **WINDOWS** **XP** **L-16**, **WINDOWS** **XP** **L-17**
 overview, **WINDOWS** **XP** **B-13**
 shared files, **WINDOWS** **XP** **J-12**, **WINDOWS** **XP** **J-13**
copying and pasting
 embedding objects, **WINDOWS** **XP** **K-6**
 linking objects, **WINDOWS** **XP** **K-14**, **WINDOWS** **XP** **K-15**

Copy Items dialog box, **WINDOWS** **XP** **O-4**, **WINDOWS** **XP** **O-5**
copyrights, **WINDOWS** **XP** **B-19**
counters, Performance tool, **WINDOWS** **XP** **P-8**,
 WINDOWS **XP** **P-9**
Create an MS-DOS startup disk option, **WINDOWS** **XP** **F-2**
Create Folder dialog box, **WINDOWS** **XP** **H-12**,
 WINDOWS **XP** **H-13**
Create Mail button, Outlook Express, **WINDOWS** **XP** **H-5**
Create Shortcut command, My Network Places shortcut menu,
 WINDOWS **XP** **J-17**
cross-fades, **WINDOWS** **XP** **M-14**
Curve tool, **WINDOWS** **XP** **B-11**
Customize Notifications dialog box, **WINDOWS** **XP** **E-16**,
 WINDOWS **XP** **E-17**
Customize Regional Options dialog box, **WINDOWS** **XP** **E-10**,
 WINDOWS **XP** **E-11**
Customize Start Menu dialog box, **WINDOWS** **XP** **E-18**,
 WINDOWS **XP** **E-19**
Customize tab, Properties dialog box, **WINDOWS** **XP** **D-16**,
 WINDOWS **XP** **D-17**
customizing
 desktop, **WINDOWS** **XP** **E-4-5**
 personal folders, **WINDOWS** **XP** **D-16-17**
 Start menu, **WINDOWS** **XP** **E-18-19**
 taskbar, **WINDOWS** **XP** **E-16-17**
 toolbars, **WINDOWS** **XP** **A-11**
cutting, **WINDOWS** **XP** **B-13**

► D

daily backups, **WINDOWS** **XP** **O-2**
 weekly backups, **WINDOWS** **XP** **O-3**
Data Sources tool, **WINDOWS** **XP** **P-3**
date, setting in Control Panel, **WINDOWS** **XP** **E-10**,
 WINDOWS **XP** **E-11**
Date and Time column, Event Viewer, **WINDOWS** **XP** **P-5**
Date and Time Properties dialog box, **WINDOWS** **XP** **E-10**,
 WINDOWS **XP** **E-11**
Date & Time tab, Date and Time Properties dialog box,
 WINDOWS **XP** **E-10**, **WINDOWS** **XP** **E-11**
default settings, **WINDOWS** **XP** **D-4**
deferring print jobs, **WINDOWS** **XP** **N-8**
defragmenting disks, **WINDOWS** **XP** **F-8-9**
Delete button, Address Book, **WINDOWS** **XP** **H-7**
deleting. *See also* erasing; removing
 backup sets, **WINDOWS** **XP** **O-18-19**
 e-mail messages, **WINDOWS** **XP** **H-12**
 favorites, **WINDOWS** **XP** **G-11**
 .NET Passports, **WINDOWS** **XP** **I-9**
 newsgroup messages, **WINDOWS** **XP** **H-19**
desktop, **WINDOWS** **XP** **A-2**, **WINDOWS** **XP** **A-3**, **WINDOWS** **XP** **A-6-7**
 adding items, **WINDOWS** **XP** **E-4**, **WINDOWS** **XP** **E-5**
 background, **WINDOWS** **XP** **E-2-3**
 changing settings using Control Panel. *See* Control Panel
 cleaning up, **WINDOWS** **XP** **E-5**
 scraps, **WINDOWS** **XP** **K-7**
 screen settings, **WINDOWS** **XP** **E-8-9**
 themes, **WINDOWS** **XP** **E-6-7**
 Windows XP Home versus Professional Editions,
 WINDOWS **XP** **AP-4**, **WINDOWS** **XP** **AP-5**
Desktop Cleanup Wizard, **WINDOWS** **XP** **E-5**
Desktop Items dialog box, **WINDOWS** **XP** **E-4**, **WINDOWS** **XP** **E-5**
Desktop tab, Display Properties dialog box, **WINDOWS** **XP** **E-2**,
 WINDOWS **XP** **E-3**
destination disk, **WINDOWS** **XP** **F-4**
destination file, **WINDOWS** **XP** **K-2**
destination program, **WINDOWS** **XP** **K-2**
Details view
 changing information displayed, **WINDOWS** **XP** **D-6-7**
 moving columns, **WINDOWS** **XP** **D-6**
 order of file and folder information displayed,
 WINDOWS **XP** **D-8-9**
Device Manager window, **WINDOWS** **XP** **N-12**,
 WINDOWS **XP** **N-16**, **WINDOWS** **XP** **N-17**, **WINDOWS** **XP** **N-18**
 Resources by connection view, **WINDOWS** **XP** **N-14**,
 WINDOWS **XP** **N-15**

Device Settings tab, Printer Properties dialog box,
 WINDOWS **XP** **N-7**
dialog boxes, **WINDOWS** **XP** **A-14-15**
 elements, **WINDOWS** **XP** **A-15**
Dial-up Connection dialog box, **WINDOWS** **XP** **G-6**,
 WINDOWS **XP** **G-7**
differential backups, **WINDOWS** **XP** **O-2**
digital cameras, **WINDOWS** **XP** **L-2-3**
 installing, **WINDOWS** **XP** **N-11**
digital IDs, **WINDOWS** **XP** **I-6**
digital media files, playlists, **WINDOWS** **XP** **L-18-19**
digital still cameras, **WINDOWS** **XP** **L-2**
Digital Subscriber Line (DSL), **WINDOWS** **XP** **G-4**
dimmed commands, **WINDOWS** **XP** **A-11**
dir command, **WINDOWS** **XP** **F-19**
disabling features, **WINDOWS** **XP** **A-10**
disconnecting network drives, **WINDOWS** **XP** **J-16-17**
Disconnect Network Drive command, My Network Places
 shortcut menu, **WINDOWS** **XP** **J-17**
Disconnect Network Drives dialog box, **WINDOWS** **XP** **J-17**
disk(s)
 ASR, **WINDOWS** **XP** **F-13**
 bad sectors, **WINDOWS** **XP** **F-6**
 cleaning up, **WINDOWS** **XP** **F-10-11**
 copying, **WINDOWS** **XP** **F-4-5**
 defragmenting, **WINDOWS** **XP** **F-8-9**
 destination, **WINDOWS** **XP** **F-4**
 displaying information, **WINDOWS** **XP** **D-10-11**
 formatting, **WINDOWS** **XP** **F-2-3**
 partitioning, **WINDOWS** **XP** **P-16**, **WINDOWS** **XP** **P-17**
 source, **WINDOWS** **XP** **F-4**
 volumes, **WINDOWS** **XP** **P-16**
Disk Cleanup, **WINDOWS** **XP** **F-10-11**
Disk Cleanup dialog box, **WINDOWS** **XP** **F-10**, **WINDOWS** **XP** **F-11**
Disk Defragmenter, **WINDOWS** **XP** **F-8**
Disk Defragmenter window, **WINDOWS** **XP** **F-8**, **WINDOWS** **XP** **F-9**
disk drives, **WINDOWS** **XP** **C-5**
 displaying contents, **WINDOWS** **XP** **O-9**
 network. *See* network drives
disk errors, finding and repairing, **WINDOWS** **XP** **F-6-7**
disk labels, **WINDOWS** **XP** **D-10**
disk management, **WINDOWS** **XP** **P-16-17**
display(s). *See* monitor(s)
Display Adapter Properties dialog box, **WINDOWS** **XP** **N-12**, **13**
displaying. *See also* viewing
 Control Panel, **WINDOWS** **XP** **D-4**
 disk information, **WINDOWS** **XP** **D-10-11**
 drive and folder contents, **WINDOWS** **XP** **O-9**
 file list in Details view, **WINDOWS** **XP** **D-8-9**
 folder information, **WINDOWS** **XP** **D-10-11**
 fonts on portable computers, **WINDOWS** **XP** **AP-14-15**
display pane, **Inbox** folder, **WINDOWS** **XP** **H-10**
Display Properties dialog box, **WINDOWS** **XP** **E-2**,
 WINDOWS **XP** **E-3**, **WINDOWS** **XP** **E-6**, **WINDOWS** **XP** **E-7**,
 WINDOWS **XP** **E-8**, **WINDOWS** **XP** **E-9**
Display tab, Remote Desktop Connection dialog box,
 WINDOWS **XP** **AP-21**
documents. *See also* WordPad
 creating in other languages, **WINDOWS** **XP** **B-2**
 definition, **WINDOWS** **XP** **B-4**
 inserting sounds, **WINDOWS** **XP** **K-11**
 opening with different programs, **WINDOWS** **XP** **C-4**
 printing, **WINDOWS** **XP** **B-14-15**
 removing from My Recent Documents submenu,
 WINDOWS **XP** **E-18**
 sharing in Windows Messenger, **WINDOWS** **XP** **I-17**
Documents template, **WINDOWS** **XP** **L-9**
document window, **WINDOWS** **XP** **B-4**
domains, **WINDOWS** **XP** **J-4**, **WINDOWS** **XP** **J-6**, **WINDOWS** **XP** **J-7**
 joining, **WINDOWS** **XP** **J-4**
DOS commands, **WINDOWS** **XP** **F-18-19**
double-clicking, **WINDOWS** **XP** **A-4**, **WINDOWS** **XP** **A-5**
Down arrow, in dialog boxes, **WINDOWS** **XP** **A-15**
downloading
 movies, **WINDOWS** **XP** **M-2**

newsgroup messages, **WINDOWS XP H-16**
 Web pages, **WINDOWS XP G-8**
 drag-and-drop method, **WINDOWS XP B-6**, **WINDOWS XP B-13**
 dragging, **WINDOWS XP A-4**, **WINDOWS XP A-5**
 drive icons, **WINDOWS F-2**, **WINDOWS XP F-4**
 drivers, **WINDOWS N-2**
 drives. *See* disk drives; network drives
 DSL (Digital Subscriber Line), **WINDOWS XP G-4**
 DualView, **WINDOWS XP AP-13**

► E

editing
 embedded objects, **WINDOWS K-8-9**
 shared files, **WINDOWS J-14**, **WINDOWS XP J-15**
 text, **WINDOWS B-6-7**
 video clips, **WINDOWS K-12-13**
 Effects dialog box, **WINDOWS AP-14**, **WINDOWS AP-15**
 electronic mail. *See* e-mail
 ellipses (...)
 commands, **WINDOWS A-11**, **WINDOWS XP A-14**
 file information in Details view, **WINDOWS D-8**
 Ellipse tool, **WINDOWS B-11**
 e-mail, **WINDOWS H-1**
 accounts, **WINDOWS H-2**
 attaching files, **WINDOWS H-9**
 blocking messages, **WINDOWS H-13**
 checking spelling and content of messages, **WINDOWS H-11**
 composing and sending, **WINDOWS H-8-9**
 deleting messages, **WINDOWS H-12**
 diverting incoming e-mail to folders, **WINDOWS H-13**
 managing messages, **WINDOWS H-12-13**
 moving messages, **WINDOWS H-12**
 MSN Explorer, **WINDOWS I-10**
 printing messages, **WINDOWS H-10**
 reading, **WINDOWS H-10**, **WINDOWS H-11**
 responding to, **WINDOWS H-10**, **WINDOWS H-11**
 retrieving, **WINDOWS H-10**, **WINDOWS H-11**
 saving incomplete messages, **WINDOWS H-8**
 sending movies, **WINDOWS M-19**
 sending photos, **WINDOWS L-12-13**
 sorting messages, **WINDOWS H-12**
 stationery, **WINDOWS H-8**, **WINDOWS H-9**
 Windows Messenger, **WINDOWS I-15**
 E-mail button, **MSN Explorer toolbar**, **WINDOWS I-11**
 E-mail command, **WINDOWS A-7**
 e-mail servers, **WINDOWS H-2**
 embedding, **WINDOWS K-2**, **WINDOWS K-3**. *See also*
 object linking and embedding (OLE)
 using copying and pasting, **WINDOWS M-6**
 emoticons, **WINDOWS I-12**
 Enable Compression option, **WINDOWS F-2**
 enabled features, **WINDOWS A-10**
 encryption, **WINDOWS A-3**
 end trim point, Movie Maker, **WINDOWS M-2-3**,
WINDOWS M-12
 Enhanced Windows Media Player, **WINDOWS AP-2**,
WINDOWS AP-3
 Eraser/Color Eraser tool, **WINDOWS B-10**, **WINDOWS B-11**
 erasing. *See also* deleting; removing
 graphics, **WINDOWS B-10**
 Event column, **Event Viewer**, **WINDOWS P-5**
 Event Viewer, **WINDOWS P-3**, **WINDOWS P-4-7**
 changing log settings, **WINDOWS P-7**
 columns, **WINDOWS P-5**
 event log management, **WINDOWS P-6-7**
 Exclude Files tab, Options dialog box, **WINDOWS O-13**
 excluding files from backups, **WINDOWS O-17**
 exit command, **WINDOWS F-19**
 Experience tab, **Remote Desktop Connection dialog box**,
WINDOWS AP-21
 Explore command, **My Network Places** shortcut menu,
WINDOWS J-17
 Explorer bar, **WINDOWS C-8-9**
 extracting files and folders, **WINDOWS D-12**,
WINDOWS D-13

► F

Fast User Switching, **WINDOWS AP-2**, **WINDOWS AP-3**
 FAT file system, **WINDOWS P-14**, **WINDOWS P-15**
 fault tolerance, **WINDOWS P-14**
 favorites, organizing, **WINDOWS G-11**
 Favorites button, **MSN Explorer toolbar**, **WINDOWS I-11**
 Favorites list
 adding folder, **WINDOWS D-2-3**
 adding Web pages, **WINDOWS G-10-11**
 organizing folders, **WINDOWS D-3**
 Fax Console window, **WINDOWS AP-22**, **WINDOWS AP-23**
 fax functionality, **Windows XP Home** versus **Professional**
 Editions, **WINDOWS AP-5**
 faxing, **WINDOWS AP-22-23**
 file(s)
 audio. *See* audio files
 backing up. *See* backing up
 bitmap, **WINDOWS B-10**
 compressing, **WINDOWS D-12**, **WINDOWS D-13**
 copying, **WINDOWS C-14-15**
 copying to hard drive, **WINDOWS O-4-5**
 deleting, **WINDOWS C-16-17**
 destination, **WINDOWS K-2**
 extracting, **WINDOWS D-12**, **WINDOWS D-13**
 finding, **WINDOWS C-12-13**
 fragmented, **WINDOWS F-8**
 list in Details view, **WINDOWS D-8-9**
 moving, **WINDOWS C-14-15**
 placing parts on desktop, **WINDOWS K-7**
 publishing to Web, **WINDOWS L-14-15**
 renaming, **WINDOWS C-10-11**
 restoring. *See* restoring files
 selecting for backups, **WINDOWS O-8-9**
 sending, **WINDOWS C-15**
 sending using Windows Messenger, **WINDOWS I-15**
 shortcuts to, **WINDOWS C-18-19**
 size, **WINDOWS D-11**
 source, **WINDOWS K-2**
 switching between, **WINDOWS B-13**
 synchronizing between computers, **WINDOWS F-5**
 transferring from another computer after installing
 Windows XP, **WINDOWS AP-9**
 transferring to new Windows XP installations,
WINDOWS AP-9
 viewing, **WINDOWS C-6-7**
 file extensions, **WINDOWS B-5**
 file formats
 Movie Maker, **WINDOWS M-7**
 pictures, **WINDOWS L-5**
 file hierarchy, **WINDOWS C-2**
 file management, **WINDOWS C-1-19**. *See also* file(s);
 folder(s); specific actions
 CDs, **WINDOWS D-18-19**
 creating files and folders, **WINDOWS C-10**,
WINDOWS C-11
 customizing, **WINDOWS D-1-19**
 Folders list, **WINDOWS C-8-9**
 My Computer, **WINDOWS C-4-5**
 overview, **WINDOWS C-2-3**
 Windows Explorer, **WINDOWS C-1**
 file permission, **WINDOWS J-9**
 file system(s), **WINDOWS P-14-15**
 backing up and restoring on different systems.
See restoring files
 selecting, **WINDOWS P-15**
 File system option, Format dialog box, **WINDOWS F-3**
 file types, Movie Maker, **WINDOWS M-7**
 Fill With Color tool, **WINDOWS B-11**
 Filmstrip view, **WINDOWS L-6**
 filtering event logs, **WINDOWS P-6**, **WINDOWS P-7**
 filtering newsgroup messages, **WINDOWS H-16**
 Find button, **Outlook Express**, **WINDOWS H-5**
 finding. *See also* searching
 disk errors, **WINDOWS F-6-7**
 files and folders, **WINDOWS C-12-13**

Find in Local System dialog box, **WINDOWS P-6**,
WINDOWS P-7

Find People button, **Address Book**, **WINDOWS H-7**

Find People dialog box, **WINDOWS G-16**

firewalls, **WINDOWS I-5**

first-party cookies, **WINDOWS I-4**

flat screen monitors, improving font display,
WINDOWS AP-14-15

folder(s)

adding to favorites list, **WINDOWS D-2-3**

backing up. *See* backing up

CDs, managing, **WINDOWS D-18-19**

changing options, **WINDOWS D-4-5**

compressing, **WINDOWS D-12**, **WINDOWS D-13**

copying, **WINDOWS C-14-15**

deleting, **WINDOWS C-16-17**

displaying contents, **WINDOWS O-9**

displaying information, **WINDOWS D-10-11**

extracting, **WINDOWS D-12**, **WINDOWS D-13**

finding, **WINDOWS C-12-13**

list in Details view, **WINDOWS D-8-9**

management. *See* file management

moving, **WINDOWS C-14-15**

organizing favorites, **WINDOWS D-3**

personal. *See* personal folders

renaming, **WINDOWS C-10-11**

restoring, **WINDOWS C-16-17**

sending, **WINDOWS C-15**

shared, **WINDOWS J-8-9**

shortcuts to, **WINDOWS C-18-19**

viewing, **WINDOWS C-6-7**

views, **WINDOWS D-4**

Folder Options dialog box, **WINDOWS D-4**, **WINDOWS D-5**

Folder Properties dialog box, **WINDOWS L-8**, **WINDOWS L-9**

Folders list, **WINDOWS C-8-9**

Outlook Express window, **WINDOWS H-4**, **WINDOWS H-5**

Folder templates, **WINDOWS L-9**

folder templates, **WINDOWS D-16**

font(s), **WINDOWS B-8**, **WINDOWS E-12-13**

display on portable computers, **WINDOWS AP-14-15**

installing, **WINDOWS E-13**

Font button, **WINDOWS B-9**

Font Script button, **WINDOWS B-9**

Font Size button, **WINDOWS B-9**

Fonts window, **WINDOWS E-12**, **WINDOWS E-13**

footers, printing Web pages, **WINDOWS G-19**

Forgotten Password Wizard, **WINDOWS AP-3**

format(s), Media Player media types, **WINDOWS K-11**

Format dialog box, **WINDOWS F-2**, **WINDOWS F-3**

formatting

disks, **WINDOWS F-2-3**

photos, **WINDOWS L-10**, **WINDOWS L-11**

text, **WINDOWS B-8-9**

fragmented files, **WINDOWS F-8**

Free-Form Select tool, **WINDOWS B-11**

Full Format option, **WINDOWS F-2**

full permission, shared files, **WINDOWS J-9**

GBs (gigabytes), **WINDOWS D-11**

General tab

Internet Options dialog box, **WINDOWS G-15**

Options dialog box, **WINDOWS O-13**

Printer Properties dialog box, **WINDOWS N-7**

Remote Desktop Connection dialog box, **WINDOWS AP-21**

gigabytes (GBs), **WINDOWS D-11**

Go button, **Internet Explorer window**, **WINDOWS G-7**

Go to MSN link, **Outlook Express window**, **WINDOWS H-4**,
WINDOWS H-5

graphics

creating in Paint, **WINDOWS B-10**

erasing, **WINDOWS B-10**

Web, saving, **WINDOWS G-13**

Index

groups

- Contacts List, **WINDOWS XP** I-13
- local, **WINDOWS XP** P-13
- guest account, **WINDOWS XP** AP-11
- Windows XP Home versus Professional Editions, **WINDOWS XP** AP-5
- GUIs (graphical user interfaces), **WINDOWS XP** A-1

► H

- hard drive, copying files, **WINDOWS XP** O-4–5
- hardware
 - adding, **WINDOWS XP** E-15
 - compatibility, **WINDOWS XP** AP-6, **WINDOWS XP** AP-7
 - hardware classes, **WINDOWS XP** N-12
 - Hardware Compatibility List (HCL), **WINDOWS XP** AP-6, **WINDOWS XP** AP-7
 - hardware devices, **WINDOWS XP** N-1–17
 - home or office networks, **WINDOWS XP** AP-17
 - installing. *See* installing hardware
 - legacy, **WINDOWS XP** N-14
 - plug and play, **WINDOWS XP** N-2–3
 - printers. *See* printer(s)
 - removing from computer, **WINDOWS XP** N-16–17
 - troubleshooting, **WINDOWS XP** N-16
 - viewing settings, **WINDOWS XP** N-14–15
 - viewing system hardware, **WINDOWS XP** N-12–13
 - headers, printing Web pages, **WINDOWS XP** G-19

Help

- Internet Explorer, **WINDOWS XP** G-6
- Outlook Express, **WINDOWS XP** H-5
- Help and Support Center, **WINDOWS XP** A-16–17, **WINDOWS XP** AP-2
- Help and Support Center window, **WINDOWS XP** A-16, **WINDOWS XP** A-17
- Help and Support command, **WINDOWS XP** A-7
- Hibernate tab
 - Power Options dialog box, **WINDOWS XP** AP-13
 - Power Options Properties dialog box, **WINDOWS XP** AP-13
 - Turn Off Computer dialog box, **WINDOWS XP** A-18
- hibernation, **WINDOWS XP** AP-12
- History list, **WINDOWS XP** C-9, **WINDOWS XP** G-15
- Home button, MSN Explorer toolbar, **WINDOWS XP** I-11
- home computer, **WINDOWS XP** AP-18
 - Remote Desktop, **WINDOWS XP** AP-19
- home networking, **WINDOWS XP** AP-2
 - creating networks, **WINDOWS XP** AP-16–17
 - home pages, changing, **WINDOWS XP** G-14, **WINDOWS XP** G-15
- Home Phoneline Network(s) (HPNs), **WINDOWS XP** J-3
- Home Phoneline Network Adapters (HPNAs), **WINDOWS XP** J-3
- HTTP (Hypertext Transfer Protocol) servers, **WINDOWS XP** H-2
- hyperlinks, **WINDOWS XP** G-2

► I

- ICF (Internet Connection Firewall), **WINDOWS XP** I-5
- icons, **WINDOWS XP** A-1
- ICS (Internet Connection Sharing), **WINDOWS XP** G-5
- IMAP (Internet Message Access Protocol) servers, **WINDOWS XP** H-2
 - Windows XP H-2
- importing
 - clips, **WINDOWS XP** M-2
 - favorites from other browsers, **WINDOWS XP** G-10
 - video clips, **WINDOWS XP** M-6, **WINDOWS XP** M-7
 - inactive programs, terminating, **WINDOWS XP** F-11
 - incoming network connections, **WINDOWS XP** J-2
 - incremental backups, **WINDOWS XP** O-2, **WINDOWS XP** O-14–15
 - indents, setting, **WINDOWS XP** B-9
 - Index button, **WINDOWS XP** A-16
 - ink-jet printers, **WINDOWS XP** N-3
 - inserting
 - sounds in documents, **WINDOWS XP** K-11
 - special characters, **WINDOWS XP** B-8
- Insert Object dialog box, **WINDOWS XP** K-4, **WINDOWS XP** K-5, **WINDOWS XP** K-6, **WINDOWS XP** K-7, **WINDOWS XP** K-14, **WINDOWS XP** K-15

installing

- fonts, **WINDOWS XP** E-13
- preparing to install **Windows XP**, **WINDOWS XP** AP-6–7
- programs, **WINDOWS XP** F-16–17
- Windows XP, **WINDOWS XP** AP-8–9
- installing hardware, **WINDOWS XP** N-10–11
 - digital cameras, **WINDOWS XP** N-11
 - plug and play devices, **WINDOWS XP** N-2
 - printers, **WINDOWS XP** B-15, **WINDOWS XP** N-4–5
 - scanners, **WINDOWS XP** N-11
- instant messaging
 - MSN Explorer, **WINDOWS XP** I-10
 - .NET Passport, **WINDOWS XP** I-12
 - Windows Messenger, **WINDOWS XP** I-12–13

Integrated Services Digital Network (ISDN), **WINDOWS XP** G-4

- Internet, **WINDOWS XP** A-2, **WINDOWS XP** G-2. *See also* Web entries
 - connecting to, **WINDOWS XP** G-4–5
 - history, **WINDOWS XP** G-3
 - MSN Explorer, **WINDOWS XP** I-10–11
 - .NET Passports, **WINDOWS XP** I-8–9
 - playing media from, **WINDOWS XP** B-17
 - privacy. *See* privacy, Internet
 - protecting identity, **WINDOWS XP** I-6–7
 - security, **WINDOWS XP** I-2–3
 - sharing connections, **WINDOWS XP** G-5
 - structure, **WINDOWS XP** G-2, **WINDOWS XP** G-3
- Internet account, **WINDOWS XP** G-4

Internet Accounts dialog box, **WINDOWS XP** H-14, **WINDOWS XP** H-15

- Internet command, **WINDOWS XP** A-7
- Internet Connection Firewall (ICF), **WINDOWS XP** I-5
- Internet Connection Sharing (ICS), **WINDOWS XP** G-5
- Internet Connection Wizard, **WINDOWS XP** H-2, **WINDOWS XP** H-14, **WINDOWS XP** H-15
- Internet Explorer, **WINDOWS XP** G-6–9
 - adding link buttons, **WINDOWS XP** G-14, **WINDOWS XP** G-15
 - adding Web pages to Favorites list, **WINDOWS XP** G-10–11
 - changing home page, **WINDOWS XP** G-14, **WINDOWS XP** G-15
 - features, **WINDOWS XP** G-2
 - following links, **WINDOWS XP** G-8, **WINDOWS XP** G-9
 - Help feature, **WINDOWS XP** G-6
 - making Web pages available offline, **WINDOWS XP** G-12–13
 - opening Web pages, **WINDOWS XP** G-8, **WINDOWS XP** G-9
 - previewing and printing Web pages, **WINDOWS XP** G-18–19
 - searching Web, **WINDOWS XP** G-16–17
 - starting, **WINDOWS XP** G-6–7
 - viewing Web content, **WINDOWS XP** E-4

Internet Explorer window, elements, **WINDOWS XP** G-6, **WINDOWS XP** G-7

- Internet Information Service, Windows XP Home versus Professional Editions, **WINDOWS XP** AP-4

Internet Message Access Protocol (IMAP) servers, **WINDOWS XP** H-2

- Internet Options dialog box, **WINDOWS XP** G-14, **WINDOWS XP** G-15
- Internet Properties dialog box, **WINDOWS XP** I-2, **WINDOWS XP** I-3, **WINDOWS XP** I-4, **WINDOWS XP** I-5

Internet security zone, **WINDOWS XP** I-3

- Internet Service Providers (ISPs), **WINDOWS XP** G-4
- interrupt request (IRQ) line, **WINDOWS XP** N-14

ISDN (Integrated Services Digital Network), **WINDOWS XP** G-4

- ISPs (Internet Service Providers), **WINDOWS XP** G-4

Italic button, **WINDOWS XP** B-9

- Items to Synchronize dialog box, **WINDOWS XP** G-12, **WINDOWS XP** G-13

► J

Joint Photographic Experts Group (JPEG), **WINDOWS XP** L-5

► K

- KBs (kilobytes), **WINDOWS XP** D-11
- keyboard shortcuts, **WINDOWS XP** A-10, **WINDOWS XP** A-11
- keywords, searching, **WINDOWS XP** G-16
- kilobytes (KBs), **WINDOWS XP** D-11

► L

- landscape orientation, **WINDOWS XP** B-14

languages, **WINDOWS XP** B-2

- LANs (local area networks), **WINDOWS XP** J-2, **WINDOWS XP** J-3

laptop computers. *See* portable computers

- legacy hardware, **WINDOWS XP** N-14

Line tool, **WINDOWS XP** G-11

- link(s), **WINDOWS XP** G-2

- adding link buttons, **WINDOWS XP** G-14, **WINDOWS XP** G-15

- following, **WINDOWS XP** G-8, **WINDOWS XP** G-9

linking, **WINDOWS XP** K-2, **WINDOWS XP** K-3. *See also* object linking and embedding (OLE)

- using copying and pasting, **WINDOWS XP** K-14, **WINDOWS XP** K-15

Links bar, **Internet Explorer** window, **WINDOWS XP** G-7

Links dialog box, **WINDOWS XP** K-14, **WINDOWS XP** K-15

list boxes in dialog boxes, **WINDOWS XP** A-15

local area networks (LANs), **WINDOWS XP** J-2,

- WINDOWS XP** J-3

Local intranet security zone, **WINDOWS XP** I-3

Local resources tab, **Remote Desktop Connection** dialog box, **WINDOWS XP** AP-21

Local Security Policy tool, **WINDOWS XP** P-3

local security settings, **WINDOWS XP** P-18–19

local users and groups, **WINDOWS XP** P-13

locking computers, **WINDOWS XP** A-18

Log Off command, **WINDOWS XP** A-7

► M

Magnifier tool, **WINDOWS XP** B-11

Map Network Drive command, **My Network Places** shortcut

- menu, **WINDOWS XP** J-17

Map Network Drive dialog box, **WINDOWS XP** J-11

mapping, network drives, **WINDOWS XP** J-10–11

MBs (megabytes), **WINDOWS XP** D-11

media clips

- adjusting length, **WINDOWS XP** B-18

- individual, playing, **WINDOWS XP** B-18

- playing, **WINDOWS XP** B-16–17

Media Player, **WINDOWS XP** AP-3, **WINDOWS XP** K-10,

- WINDOWS XP** K-11

- changing multimedia AutoPlay settings, **WINDOWS XP** L-19

- copying music from CDs, **WINDOWS XP** L-16,

- WINDOWS XP** L-17

- media types, **WINDOWS XP** K-10, **WINDOWS XP** K-11

megabytes (MBs), **WINDOWS XP** D-11

menu(s), **WINDOWS XP** A-10, **WINDOWS XP** A-11. *See also*

specific menus

- cascading, **WINDOWS XP** A-6

- components, **WINDOWS XP** A-11

- shortcut, **WINDOWS XP** A-4, **WINDOWS XP** A-5

- submenus, **WINDOWS XP** A-6

menu bar

Internet Explorer window, **WINDOWS XP** G-7

Outlook Express window, **WINDOWS XP** H-4, **WINDOWS XP** H-5

message(s). *See* e-mail; newsgroup(s)

message flags, **WINDOWS XP** H-10, **WINDOWS XP** H-11

Message recipients list, removing names, **WINDOWS XP** H-8

Message Rules dialog box, **WINDOWS XP** H-13

Microsoft Hardware Compatibility List Web site, **WINDOWS XP** AP-7

Microsoft Windows Network window, **WINDOWS XP** J-6, **WINDOWS XP** J-7

Modified option, View menu, **WINDOWS XP** C-11

monitor(s)

- flat screen, improving font display, **WINDOWS XP** AP-14–15

- multiple, **WINDOWS XP** E-8, **WINDOWS XP** E-9

- screen settings, **WINDOWS XP** E-8–9

- secondary, adding to portable computers, **WINDOWS XP** AP-13

- Windows Classic settings, **WINDOWS XP** A-6

- monitoring security events, **WINDOWS XP** P-18–19

- monitor navigation shortcuts, **WINDOWS XP** M-14,

- WINDOWS XP** M-15

- more command, **WINDOWS XP** F-19

Mosaic, *WINDOWS XP G-3*
 mouse, *WINDOWS XP A-4-5*
 Web style, *WINDOWS XP A-5*
 wheel button, *WINDOWS XP A-12*
 mouse buttons, *WINDOWS XP A-4, WINDOWS XP A-5*
 mouse pointer, *WINDOWS XP A-4, WINDOWS XP A-5*
 movie(s). *See Movie Maker; video files*
 Movie Maker, *WINDOWS XP M-1-19*
 adding narration, *WINDOWS XP M-17*
 adding soundtracks, *WINDOWS XP M-16-17*
 creating project files, *WINDOWS XP M-10-11*
 creating slide shows, *WINDOWS XP M-11*
 creating transitions between clips, *WINDOWS XP M-14-15*
 file formats, *WINDOWS XP M-7*
 importing video clips, *WINDOWS XP M-6, WINDOWS XP M-7*
 organizing clips and collections, *WINDOWS XP M-8, WINDOWS XP M-9*
 planning videos, *WINDOWS XP M-2-3*
 recording clips directly into, *WINDOWS XP M-7*
 removing clips and collections, *WINDOWS XP M-8, WINDOWS XP M-9*
 moving. *See also navigating*
 columns in Details view, *WINDOWS XP D-6*
 e-mail messages, *WINDOWS XP H-12*
 favorites, *WINDOWS XP G-11*
 files and folders, *WINDOWS XP C-14-15*
 items on Start menu, *WINDOWS XP E-19*
 shared files, *WINDOWS XP J-12, WINDOWS XP J-13*
 taskbar, *WINDOWS XP A-9*
 MSN Communities, *WINDOWS XP L-14, WINDOWS XP L-15*
 MSN Explorer, *WINDOWS XP I-10-11*
 toolbar buttons, *WINDOWS XP I-11*
 multiple languages, *WINDOWS XP B-2*
 multiple monitors, *WINDOWS XP E-8, WINDOWS XP E-9*
 multiple processors, Windows XP Home versus Professional Editions, *WINDOWS XP AP-4*
 multiple users, *WINDOWS XP A-19*
 computer setup, *WINDOWS XP AP-10-11*
 music
 copying from CDs, *WINDOWS XP L-16, WINDOWS XP L-17*
 playing from CDs, *WINDOWS XP L-16, WINDOWS XP L-17*
 Music Album template, *WINDOWS XP L-9*
 Musical Instrument Device Interface (MIDI), *WINDOWS XP K-11*
 Music Artist template, *WINDOWS XP L-9*
 music CDs, creating, *WINDOWS XP D-19*
 Music template, *WINDOWS XP L-9*
 My Computer, *WINDOWS XP C-1, WINDOWS XP C-2-3*
 opening, *WINDOWS XP C-2, WINDOWS XP C-3*
 toolbar buttons, *WINDOWS XP C-7*
 viewing, *WINDOWS XP C-2, WINDOWS XP C-3*
 My Computer command, *WINDOWS XP A-7*
 My Documents command, *WINDOWS XP A-7*
 My Music, *WINDOWS XP A-3*
 My Music command, *WINDOWS XP A-7*
 My Network Places, *WINDOWS XP J-1*
 shortcut menu commands, *WINDOWS XP J-17*
 My Pictures, *WINDOWS XP AP-3*
 My Pictures command, *WINDOWS XP A-7*
 My Pictures folder, *WINDOWS XP B-10*
 My Recent Documents command, *WINDOWS XP A-7*
 My Recent Documents submenu, removing documents, *WINDOWS XP E-18*

► **N**

Name option, View menu, *WINDOWS XP C-11*
 narration, adding to movies, *WINDOWS XP M-17*
 navigating, *WINDOWS XP B-6*
 monitor navigation shortcuts, *WINDOWS XP M-14, WINDOWS XP M-15*
 scroll bar use, *WINDOWS XP A-12-13*

.NET Passport, *WINDOWS XP I-8-9*
 instant messaging, *WINDOWS XP I-12*
 .NET Passport Wizard, *WINDOWS XP I-8, WINDOWS XP I-9*
 Netscape, *WINDOWS XP G-3*
 network(s), *WINDOWS XP A-2, WINDOWS XP J-1-17*
 adding shortcuts to network locations, *WINDOWS XP J-6*
 creating, *WINDOWS XP AP-16-17*
 creating connections, *WINDOWS XP J-11*
 definition, *WINDOWS XP J-1*
 HPNs, *WINDOWS XP J-3*
 network computer properties, *WINDOWS XP J-4-5*
 opening, *WINDOWS XP J-6, WINDOWS XP J-7*
 security, *WINDOWS XP P-3*
 shared files. *See shared files*
 shared folders, *WINDOWS XP J-8-9*
 traffic, *WINDOWS XP J-15*
 viewing, *WINDOWS XP J-6, WINDOWS XP J-7*
 Network Connections, *WINDOWS XP J-2*
 Network dialog box, *WINDOWS XP A-3*
 network drives
 disconnecting, *WINDOWS XP J-16-17*
 mapping, *WINDOWS XP J-10-11*
 network hubs, *WINDOWS XP J-2, WINDOWS XP J-3*
 network information, installing Windows XP, *WINDOWS XP AP-6*
 network interface cards (NICs), *WINDOWS XP J-2*
 network paths, *WINDOWS XP J-16*
 network properties, *WINDOWS XP J-4-5*
 viewing, *WINDOWS XP J-5*
 Network Setup Wizard connection types, *WINDOWS XP AP-16, WINDOWS XP AP-17*
 New button, Address Book, *WINDOWS XP H-7*
 New Connections Wizard, *WINDOWS XP J-11*
 New Mail message link, Outlook Express window, *WINDOWS XP H-4*
 New Mail Rule dialog box, *WINDOWS XP H-13*
 New Message window, *WINDOWS XP H-8, WINDOWS XP H-9*
 newsgroup(s), *WINDOWS XP H-1, WINDOWS XP H-14-19*
 deleting messages, *WINDOWS XP H-19*
 filtering messages, *WINDOWS XP H-16*
 message icons, *WINDOWS XP H-18*
 reading and posting messages, *WINDOWS XP H-18-19*
 selecting news servers, *WINDOWS XP H-14-15*
 subscribing, *WINDOWS XP H-16, WINDOWS XP H-17*
 viewing, *WINDOWS XP H-16, WINDOWS XP H-17*
 Windows related, *WINDOWS XP H-10*
 Newsgroup dialog box, *WINDOWS XP H-16, WINDOWS XP H-17*
 news servers, *WINDOWS XP H-14-15*
 NICs (network interface cards), *WINDOWS XP J-2*
 nodes, Computer Management tool, *WINDOWS XP P-12*
 normal backups, *WINDOWS XP O-2, WINDOWS XP O-10-11*
 notebook computers. *See portable computers*
 Notepad, *WINDOWS XP B-2*
 notification area, *WINDOWS XP A-2, WINDOWS XP A-3*
 NSFNET, *WINDOWS XP G-3*
 NTFS drives, compressing files and folders, *WINDOWS XP D-13*
 NTFS file system, *WINDOWS XP P-14, WINDOWS XP P-15*

► **O**

object(s), *WINDOWS XP K-2*
 embedding. *See object linking and embedding (OLE)*
 linking. *See object linking and embedding (OLE)*
 performance, *WINDOWS XP P-8*
 viewing properties, *WINDOWS XP K-5*
 object linking and embedding (OLE), *WINDOWS XP K-1-17*
 breaking links, *WINDOWS XP K-17*
 editing embedded objects, *WINDOWS XP K-8-9*
 editing linked objects, *WINDOWS XP K-17*
 embedding existing objects, *WINDOWS XP K-6-7*
 embedding new objects, *WINDOWS XP K-4-5*
 embedding versus linking, *WINDOWS XP K-3*
 embedding video clips, *WINDOWS XP K-10-11*
 finding linked objects, *WINDOWS XP K-17*
 functions, *WINDOWS XP K-2-3*
 linking objects, *WINDOWS XP K-14-15*
 modifying video clips, *WINDOWS XP K-12-13*
 updating links, *WINDOWS XP K-16-17*

office networks, creating, *WINDOWS XP AP-16-17*
 offline viewing of Web pages, *WINDOWS XP G-10, WINDOWS XP G-12-13*
 OLE. *See object linking and embedding (OLE)*
 Online Contacts button, *MSN Explorer toolbar, WINDOWS XP I-11*
 online purchases, *.NET Passports, WINDOWS XP I-8-9*
 Open command, *My Network Places shortcut menu, WINDOWS XP J-17*
 Open dialog box, *WINDOWS XP B-4, WINDOWS XP B-5*
 opening
 documents with different programs, *WINDOWS XP C-4*
 My Computer, *WINDOWS XP C-2, WINDOWS XP C-3*
 networks, *WINDOWS XP J-6, WINDOWS XP J-7*
 shared files, *WINDOWS XP J-14, WINDOWS XP J-15*
 Web pages, *WINDOWS XP G-8, WINDOWS XP G-9*
 Windows Explorer, *WINDOWS XP C-8*
 WordPad documents, *WINDOWS XP B-4, WINDOWS XP B-5*
 Open the Address Book link, *Outlook Express window, WINDOWS XP H-4*
 OpenType fonts, *WINDOWS XP B-8, WINDOWS XP E-12*
 operating systems, *WINDOWS XP A-1*
 optimization, *WINDOWS XP F-8*
 option buttons, *WINDOWS XP A-15*
 Options dialog box, *WINDOWS XP O-12, WINDOWS XP O-13*
 Organize Favorites dialog box, *WINDOWS XP G-12, WINDOWS XP G-13*
 Outlook Express. *See also e-mail; newsgroup(s)*
 adding contacts to Address Book, *WINDOWS XP H-6-7*
 Help system, *WINDOWS XP H-5*
 starting, *WINDOWS XP H-2-3*
 Outlook Express window, *WINDOWS XP H-2, WINDOWS XP H-3*
 features, *WINDOWS XP H-4-5*
 output of commands, *WINDOWS XP F-18*

► **P**

page orientation, *WINDOWS XP B-14*
 Page Setup dialog box, printing Web pages, *WINDOWS XP G-19*
 Paint
 creating graphics, *WINDOWS XP B-10*
 toolbox, *WINDOWS XP B-11*
 panes, *WINDOWS XP A-10, WINDOWS XP A-11, WINDOWS XP C-1*
 changing size, *WINDOWS XP C-8*
 Help windows, *WINDOWS XP A-16, WINDOWS XP A-17*
 paper orientation, *WINDOWS XP B-14*
 paragraph indents, setting, *WINDOWS XP B-9*
 paragraph tabs, setting, *WINDOWS XP B-7*
 parallel ports, *WINDOWS XP N-5*
 partitioning, disks, *WINDOWS XP P-16, WINDOWS XP P-17*
 passwords, *WINDOWS XP A-3*
 complex, *WINDOWS XP P-18*
 Content Advisor, *WINDOWS XP I-2*
 pasting, *WINDOWS XP B-13. See also copying and pasting*
 paths, networks, *WINDOWS XP J-16*
 peer-to-peer networking, *WINDOWS XP J-2*
 Pencil tool, *WINDOWS XP B-11*
 people, finding on Web, *WINDOWS XP G-16*
 People & Chat button, *MSN Explorer toolbar, WINDOWS XP I-11*
 performance objects, *WINDOWS XP P-8*
 Performance tool, *WINDOWS XP P-3, WINDOWS XP P-8-9*
 permissions
 backing up files and folders, *WINDOWS XP O-7*
 shared files, *WINDOWS XP J-9*
 personal folders, *WINDOWS XP D-14-17*
 customizing, *WINDOWS XP D-16-17*
 phone calls, *Windows Messenger, WINDOWS XP I-19*
 photo(s)
 digital cameras, *WINDOWS XP L-2-3*
 formatting, *WINDOWS XP L-10, WINDOWS XP L-11*
 ordering prints from Web, *WINDOWS XP L-11*
 printing, *WINDOWS XP L-10, WINDOWS XP L-11*
 sending in e-mail messages, *WINDOWS XP L-12-13*
 Photo Album template, *WINDOWS XP L-9*
 Photo Printing Wizard, *WINDOWS XP L-10, WINDOWS XP L-11*
 Pick Color tool, *WINDOWS XP B-11*

Index

pictures. *See also* graphics; photo(s)
adding text annotations, WINDOWS XP L-6, WINDOWS XP L-7
desktop background, WINDOWS XP E-3, WINDOWS XP E-4
file formats, WINDOWS XP L-5
photo albums, WINDOWS XP L-8-9
scanners, WINDOWS XP L-4-5
as screen savers, WINDOWS XP L-7
viewing, WINDOWS XP L-6-7
Pictures template, WINDOWS XP L-9
pinned items, WINDOWS XP A-6, WINDOWS XP A-7
pitch, fonts, WINDOWS XP E-12
pixels, WINDOWS XP E-8
playing music from CDs, WINDOWS XP L-16, WINDOWS XP L-17
playlists, WINDOWS XP L-18-19
plug and play hardware, WINDOWS XP N-2-3
point(s), WINDOWS XP B-8
pointers, Timeline view, WINDOWS XP M-13
pointing, WINDOWS XP A-4, WINDOWS XP A-5
Polygon tool, WINDOWS XP B-11
POP3 (Post Office Protocol) servers, WINDOWS XP H-2
portable computers, WINDOWS XP AP-1
adding secondary monitors, WINDOWS XP AP-13
font display, WINDOWS XP AP-14-15
improving font display, WINDOWS XP AP-14-15
managing power options, WINDOWS XP AP-12-13
power options, WINDOWS XP AP-12-13
portable devices, copying music to, WINDOWS XP L-17
Portable Network Graphic (PNG), WINDOWS XP L-5
portrait orientation, WINDOWS XP B-14
Ports tab, Printer Properties dialog box, WINDOWS XP N-7
posting newsgroup messages, WINDOWS XP H-18,
WINDOWS XP H-19
Post Office Protocol (POP3) servers, WINDOWS XP H-2
Power Meter tab
Power Options dialog box, WINDOWS XP AP-13
Power Options Properties dialog box, WINDOWS XP AP-13
Power Options dialog box, WINDOWS XP AP-12,
WINDOWS XP AP-13
Power Options Properties dialog box, WINDOWS XP AP-12,
WINDOWS XP AP-13
PowerPoint file formats, Movie Maker, WINDOWS XP M-7
power schemes, WINDOWS XP AP-12
Power Schemes tab
Power Options dialog box, WINDOWS XP AP-13
Power Options Properties dialog box, WINDOWS XP AP-13
previewing Web pages, WINDOWS XP G-18, WINDOWS XP G-19
preview pane, Inbox folder, WINDOWS XP H-10
Print button, Address Book, WINDOWS XP H-7
Print dialog box, WINDOWS XP B-14, WINDOWS XP B-15
report types, WINDOWS XP N-14
printer(s), WINDOWS XP N-3
installing, WINDOWS XP B-15, WINDOWS XP N-4-5
managing, WINDOWS XP N-8, WINDOWS XP N-9
viewing properties, WINDOWS XP N-6-7
Printer Properties dialog box, WINDOWS XP N-6,
WINDOWS XP N-7
Printers and Faxes command, WINDOWS XP A-7
Printers and Faxes window, WINDOWS XP N-4,
WINDOWS XP N-5, WINDOWS XP N-6, WINDOWS XP N-7,
WINDOWS XP N-16, WINDOWS XP N-17
Printers and Other Hardware command, WINDOWS XP A-7
printing
background, WINDOWS XP N-6
Backup reports, WINDOWS XP O-12, WINDOWS XP O-13
documents, WINDOWS XP B-14-15
e-mail messages, WINDOWS XP H-10
Help topics, WINDOWS XP A-16
ordering photo prints from Web, WINDOWS XP L-11
photos, WINDOWS XP L-10, WINDOWS XP L-11
Web pages, WINDOWS XP G-18, WINDOWS XP G-19
print jobs
adding separator pages, WINDOWS XP N-9
managing, WINDOWS XP N-8, WINDOWS XP N-9
printouts, WINDOWS XP B-14
Print Preview, WINDOWS XP B-14, WINDOWS XP B-15

print queue, WINDOWS XP N-8, WINDOWS XP N-9
privacy, Internet, WINDOWS XP I-4-5
protecting identity, WINDOWS XP I-6-7
Privacy report dialog box, WINDOWS XP I-4, WINDOWS XP I-5
Privacy tab, Internet Options dialog box, WINDOWS XP G-15
product key information, installing Windows XP,
WINDOWS XP AP-6
program(s). *See* applications
program buttons, WINDOWS XP B-12
Program Compatibility Wizard, WINDOWS XP F-17
Programs tab
Internet Options dialog box, WINDOWS XP G-15
Remote Desktop Connection dialog box, WINDOWS XP AP-21
project files, Movie Maker, WINDOWS XP M-2,
WINDOWS XP M-10-11
properties, WINDOWS XP E-1
Properties button, Address Book, WINDOWS XP H-7
Properties command, My Network Places shortcut menu,
WINDOWS XP J-17
protocol, network connection, WINDOWS XP J-5
publishing files to Web, WINDOWS XP L-14-15

► Q
Quick Format option, WINDOWS XP F-2
Quick launch toolbar, WINDOWS XP A-2

► R
Random Access Memory (RAM), WINDOWS XP B-4
reading
e-mail, WINDOWS XP H-10, WINDOWS XP H-11
newsgroup messages, WINDOWS XP H-18, WINDOWS XP H-19
Read Mail link, Outlook Express window, WINDOWS XP H-4
Read News link, Outlook Express window, WINDOWS XP H-4
read permission, shared files, WINDOWS XP J-9
recipients, selecting for e-mail messages, WINDOWS XP H-8,
WINDOWS XP H-9
Record Narration Track dialog box, WINDOWS XP M-17
recovering from system failures, WINDOWS XP F-13
Rectangle tool, WINDOWS XP B-11
Recycle Bin, WINDOWS XP C-16-17
Regional and Language Options dialog box, WINDOWS XP E-10,
WINDOWS XP E-11
registering Windows XP, WINDOWS XP AP-7
registration, Windows XP, WINDOWS XP AP-7
Remote Assistance, WINDOWS XP AP-2
Windows Messenger, WINDOWS XP I-18-19
remote computers
connecting to, WINDOWS XP AP-20-21
setting up to use, WINDOWS XP AP-18-19
Remote Desktop, setting up home computer to use,
WINDOWS XP AP-19
Remote Desktop Connection dialog box, WINDOWS XP AP-20,
WINDOWS XP AP-21
Remote Desktop Connection title bar, WINDOWS XP AP-20
Remote Desktop Users dialog box, WINDOWS XP AP-18,
WINDOWS XP AP-19
remote party, phone calls, WINDOWS XP I-19
removing. *See also* deleting; erasing
documents from My Recent Documents submenu,
WINDOWS XP E-18
hardware devices, WINDOWS XP N-16-17
programs, WINDOWS XP F-14-15
Rename command, My Network Places shortcut menu,
WINDOWS XP J-17
renaming files and folders, WINDOWS XP C-10-11
repairing disk errors, WINDOWS XP F-6-7
report types, Print dialog box, WINDOWS XP N-14
resizing
taskbar, WINDOWS XP A-9
windows, WINDOWS XP A-8, WINDOWS XP A-9
resolution, screen, WINDOWS XP E-8
responding to e-mail, WINDOWS XP H-10, WINDOWS XP H-11
Restart option, Turn Off Computer dialog box,
WINDOWS XP A-18
restore point, WINDOWS XP F-12

Restore tab, Options dialog box, WINDOWS XP O-13
Restore Wizard dialog box, WINDOWS XP O-16,
WINDOWS XP O-7
restoring files, WINDOWS XP C-16-17, WINDOWS XP O-16-17
on different disk file systems, WINDOWS XP O-8
restoring system settings, WINDOWS XP F-12-13
Restricted sites security zone, WINDOWS XP I-3
retrieving e-mail, WINDOWS XP H-10, WINDOWS XP H-11
Rich Text Format, WINDOWS XP B-4
right-clicking, WINDOWS XP A-4, WINDOWS XP A-5
rotating backups, WINDOWS XP O-3
Rounded Rectangle tool, WINDOWS XP B-11
routers, WINDOWS XP J-2, WINDOWS XP J-3
Run command, WINDOWS XP A-7

► S
Save As dialog box, WINDOWS XP B-4, WINDOWS XP B-5
Save Movie dialog box, WINDOWS XP M-18, WINDOWS XP M-19
saving
embedded objects, WINDOWS XP K-8

incomplete e-mail messages, WINDOWS XP H-8
movies, WINDOWS XP M-18, WINDOWS XP M-19
Web graphics, WINDOWS XP G-13
Web pages, WINDOWS XP G-13
WordPad documents, WINDOWS XP B-4, WINDOWS XP B-5
scanner(s), WINDOWS XP L-4-5
installing, WINDOWS XP N-11
Scanner and Camera Wizard, WINDOWS XP AP-2,
WINDOWS XP AP-3, WINDOWS XP L-2-3
Scheduled Tasks window, WINDOWS XP E-14, WINDOWS XP E-15
Scheduled Task Wizard, WINDOWS XP E-14, WINDOWS XP E-15
scheduling backups, WINDOWS XP O-19
scheduling tasks, WINDOWS XP E-14-15
schemes, desktop themes, WINDOWS XP E-6, WINDOWS XP E-7
scraps, WINDOWS XP K-7
screen fonts, WINDOWS XP E-12
screen resolution, WINDOWS XP E-8
screen savers, pictures as, WINDOWS XP L-7
Screen Saver tab, Display Properties dialog box,
WINDOWS XP E-8, WINDOWS XP E-9
Windows XP Home versus Professional Editions,
WINDOWS XP I-5

screen settings, desktop, WINDOWS XP E-8-9
ScreenTips, WINDOWS XP A-2
scroll bars, WINDOWS XP A-12-13
scroll box, WINDOWS XP A-12, WINDOWS XP A-13
Search command, WINDOWS XP A-7
Search Companion, WINDOWS XP AP-2, WINDOWS XP AP-3,
WINDOWS XP C-12, WINDOWS XP G-16, WINDOWS XP G-17
search engines, WINDOWS XP G-16

Search for Computers command, My Network Places shortcut
menu, WINDOWS XP J-17

searching. *See also* finding
advanced searches, WINDOWS XP C-13
finding files and folders, WINDOWS XP C-12-13
narrowing searches, WINDOWS XP G-17
Web, WINDOWS XP G-16-17

security
Internet, WINDOWS XP I-2-3
local security settings, WINDOWS XP P-18-19
networks, WINDOWS XP P-3

Security tab, Internet Options dialog box, WINDOWS XP G-15

selected class or device reports, WINDOWS XP N-14

selecting, WINDOWS XP A-4, WINDOWS XP A-5

news servers, WINDOWS XP H-14-15

recipients for e-mail messages, WINDOWS XP H-8,

WINDOWS XP H-9

text, WINDOWS XP B-7

Select tool, WINDOWS XP B-11

sending

e-mail messages, WINDOWS XP H-8-9

files and folders, WINDOWS XP C-15

Send Pictures via E-Mail dialog box, WINDOWS XP L-12,

WINDOWS XP L-13

Send/Recv button, Outlook Express, WINDOWS XP H-5

separator pages, print jobs, **WINDOWS XP N-9**
 serial ports, **WINDOWS XP N-5**
 servers, **WINDOWS XP J-2, WINDOWS XP J-3**
 contents, **WINDOWS XP J-6, WINDOWS XP J-7**
 Services tool, **WINDOWS XP P-3**
 service type, network connection, **WINDOWS XP J-5**
 settings, transferring from another computer after installing
 Windows XP, WINDOWS XP AP-9
 Settings dialog box, **WINDOWS XP P-16, WINDOWS XP P-17**
 Settings tab, **Display Properties dialog box, WINDOWS XP E-8, WINDOWS XP E-9**
 Set up a Newsgroups account link, **Outlook Express window, WINDOWS XP H-4**
 shared computers, contents, **WINDOWS XP J-6, WINDOWS XP J-7**
 Shared Documents folder, **WINDOWS XP D-15**
 shared files, **WINDOWS XP J-2**
 copying, **WINDOWS XP J-12, WINDOWS XP J-13**
 editing, **WINDOWS XP J-14, WINDOWS XP J-15**
 file permission properties, **WINDOWS XP J-9**
 moving, **WINDOWS XP J-12, WINDOWS XP J-13**
 opening, **WINDOWS XP J-14, WINDOWS XP J-15**
 permissions, **WINDOWS J-9**
 shared folders, **WINDOWS XP J-2, WINDOWS XP J-8–9**
 share names, **WINDOWS XP J-8**
 Sharing tab, **Printer Properties dialog box, WINDOWS XP N-7**
 shortcut(s)
 adding items to Start menu, **WINDOWS XP E-18**
 to files and folders, creating, **WINDOWS XP C-18–19**
 keyboard, **WINDOWS XP A-10, WINDOWS XP A-11**
 monitor navigation shortcuts, **WINDOWS XP M-14, WINDOWS XP M-15**
 network locations, **WINDOWS XP J-6**
 shortcut menus, **WINDOWS XP A-4, WINDOWS XP A-5**
 Show in Groups option, **View menu, WINDOWS XP C-11**
 shutting down the computer, **WINDOWS XP A-18–19**
 Simple Mail Transfer Protocol (SMTP) servers, **WINDOWS XP H-2**
 size. *See also* resizing
 files, **WINDOWS XP D-11**
 panes, changing, **WINDOWS XP C-8**
 Size option, **View menu, WINDOWS XP C-11**
 sketching movies, **WINDOWS M-2**
 sliders, **WINDOWS XP A-15**
 slide shows, creating using Movie Maker, **WINDOWS M-11**
 SMTP (Simple Mail Transfer Protocol) servers, **WINDOWS XP H-2**
 snap-in tools, **WINDOWS XP P-12**
 software
 adding, **WINDOWS E-15**
 antivirus, **WINDOWS XP F-3**
 compatibility, **WINDOWS XP AP-6, WINDOWS XP AP-7**
 sorting e-mail messages, **WINDOWS H-12**
 sound(s), inserting into documents, **WINDOWS K-11**
 sound clips. *See also* audio files
 playing, **WINDOWS B-16, WINDOWS B-17**
 sound effects, adding to commands and functions,
 WINDOWS E-7
 soundtracks, **Movie Maker, WINDOWS M-16–17**
 Source column, **Event Viewer, WINDOWS P-5**
 source disk, **WINDOWS F-4**
 source file, **WINDOWS K-2**
 source materials, videos, **WINDOWS M-2**
 source program, **WINDOWS K-2**
 special characters, inserting, **WINDOWS B-8**
 spell checking e-mail messages, **WINDOWS H-11**
 spooling, **WINDOWS N-6**
 Stand By option, **Turn Off Computer dialog box, WINDOWS XP A-18**
 standby state, **WINDOWS AP-12**
 Start button, **WINDOWS A-2, WINDOWS XP A-3, WINDOWS XP AP-3**
 starting
 accessories, **WINDOWS B-2–3**
 Backup, **WINDOWS O-6–7**
 Internet Explorer, **WINDOWS G-6–7**
 Movie Maker, **WINDOWS M-4, WINDOWS XP M-5**

Outlook Express, **WINDOWS H-2–3**
 Windows, **WINDOWS A-2, WINDOWS XP A-3**
 WordPad, **WINDOWS B-2**
 Start menu, **WINDOWS A-6, WINDOWS XP A-7, WINDOWS AP-2**
 commands, **WINDOWS A-7**
 customizing, **WINDOWS E-18–19**
 highlighted paths, **WINDOWS F-16, WINDOWS F-17**
 placing shortcuts on, **WINDOWS C-19**
 rearranging items, **WINDOWS E-19**
 Windows XP Home versus Professional Editions,
 WINDOWS AP-5
 start trim point, **Movie Maker, WINDOWS M-3, WINDOWS M-12**
 stationery, e-mail, **WINDOWS H-8, WINDOWS H-9**
 status bar
 Internet Explorer window, **WINDOWS G-7**
 Outlook Express window, **WINDOWS H-4, WINDOWS H-5**
 status indicator, **Internet Explorer window, WINDOWS G-7**
 still image file formats, **Movie Maker, WINDOWS M-7**
 Storyboard view, **Movie Maker, WINDOWS M-4, WINDOWS M-5**
 straight cuts, **WINDOWS M-14**
 Stretch display, **desktop, WINDOWS E-2**
 subfolders, **Outlook Express, WINDOWS H-12**
 submenus, **WINDOWS A-6**
 subscribing to newsgroups, **WINDOWS H-16, WINDOWS H-17**
 switching between files, **WINDOWS B-13**
 synchronizing
 files between computers, **WINDOWS F-5**
 Web pages, **WINDOWS G-12–13**
 syntax of commands, **WINDOWS F-18**
 system failures, recovering from, **WINDOWS F-13**
 system information, **WINDOWS N-13**
 system performance
 managing, **WINDOWS P-11**
 monitoring and recording, **WINDOWS P-8–9**
 System Properties dialog box, **WINDOWS AP-18, WINDOWS AP-19, WINDOWS F-12, WINDOWS F-13, WINDOWS J-4, WINDOWS XP J-5**
 System Restore, **WINDOWS AP-2, WINDOWS F-12–13**
 System Restore tab, **System Properties dialog box, WINDOWS F-12, WINDOWS F-13**
 system settings, restoring, **WINDOWS AP-2, WINDOWS F-12–13**
 system summary reports, **WINDOWS N-14, WINDOWS N-15**

T

tabs, **WINDOWS A-15**
 tab stops, setting, **WINDOWS B-7**
 tagged Image File Format (TIFF), **WINDOWS L-5**
 tape drives, backing up files, **WINDOWS O-15**
 taskbar, **WINDOWS A-2, WINDOWS A-3, WINDOWS AP-2**
 customizing, **WINDOWS E-16–17**
 moving, **WINDOWS A-9**
 placing shortcuts on, **WINDOWS C-19**
 resizing, **WINDOWS A-9**
 Taskbar and Start Menu Properties dialog box, **WINDOWS E-16, WINDOWS E-17**
 taskbar grouping, **WINDOWS AP-2, WINDOWS AP-3**
 Taskbar tab, **Taskbar and Start Menu Properties dialog box, WINDOWS E-16, WINDOWS E-17**
 task-focused design, **WINDOWS AP-2**
 Task pane, **WINDOWS AP-3**
 Task Scheduler, **WINDOWS E-14–15**
 telephone calls, **Windows Messenger, WINDOWS I-19**
 templates, folders, **WINDOWS D-16**
 terminating inactive programs, **WINDOWS F-11**
 text
 editing, **WINDOWS B-6–7**
 formatting in WordPad, **WINDOWS B-8–9**
 selecting, **WINDOWS B-7**
 text annotations, adding to pictures, **WINDOWS L-6, WINDOWS L-7**

text boxes, **WINDOWS A-15**
 Text tool, **WINDOWS B-11**
 themes, desktop, **WINDOWS E-6–7**
 Themes tab, **Display Properties dialog box, WINDOWS E-7**
 third-party cookies, **WINDOWS I-4**
 Tile display, **desktop, WINDOWS E-2**
 tiling windows, **WINDOWS B-12, WINDOWS B-13**
 time, setting in Control Panel, **WINDOWS E-10, WINDOWS E-11**
 Timeline view, **Movie Maker, WINDOWS M-4, WINDOWS M-5**
 pointers, **WINDOWS M-13**
 trimming clips, **WINDOWS M-12–13**
 Tip of the Day, **Outlook Express window, WINDOWS H-4**
 title bar, **WINDOWS A-8, WINDOWS XP A-9**
 Internet Explorer window, **WINDOWS G-7**
 toggle switches, **WINDOWS B-8**
 tool(s), **WINDOWS B-10**
 toolbar(s), **WINDOWS A-10, WINDOWS A-11**
 Address Book, **WINDOWS H-7**
 customizing, **WINDOWS A-11**
 font-related buttons, **WINDOWS E-13**
 Internet Explorer window, **WINDOWS G-7**
 Outlook Express window, **WINDOWS H-4, WINDOWS H-5**
 unlocking, **WINDOWS A-11**
 toolbar buttons, **MSN Explorer, WINDOWS I-11**
 Tools tab, **Properties dialog box, WINDOWS F-6, WINDOWS F-7**
 tracks, **WINDOWS P-14**
 traffic, networks, **WINDOWS XP F-15**
 transferring files and settings to new Windows XP installations, **WINDOWS AP-9**
 transitions, clips, **WINDOWS M-2, WINDOWS M-14–15**
 triangles in menus, **WINDOWS A-11**
 trim handles, **Movie Maker, WINDOWS M-2–3, WINDOWS M-12**
 trimming clips, **WINDOWS M-2**
 Timeline view, **WINDOWS M-12–13**
 TrueType fonts, **WINDOWS E-12**
 Trusted sites security zone, **WINDOWS I-3**
 turning off the computer, **WINDOWS A-18–19**
 Turn Off Computer command, **WINDOWS A-7**
 Turn Off option, **Turn Off Computer dialog box, WINDOWS A-18**
 Type column, **Event Viewer, WINDOWS P-5**
 type command, **WINDOWS F-19**
 Type option, **View menu, WINDOWS C-11**

U

underline button, **WINDOWS B-9**
 underlined letters in menus, **WINDOWS A-11**
 undo command, **WINDOWS B-8**
 Universal Resource Locators (URLs), **WINDOWS G-8, WINDOWS G-9**
 Universal Serial Bus (USB) ports, **WINDOWS J-2, WINDOWS N-5**
 unlocking toolbars, **WINDOWS A-11**
 Up arrow, in dialog boxes, **WINDOWS A-15**
 updating
 links, **WINDOWS K-16–17**
 Windows using the Web, **WINDOWS F-15**
 upgrading, clean installs versus, **WINDOWS AP-6**
 UPS tab
 Power Options dialog box, **WINDOWS AP-13**
 Power Options Properties dialog box, **WINDOWS AP-13**
 URLs (Universal Resource Locators), **WINDOWS G-8, WINDOWS G-9**
 USB (Universal Serial Bus) ports, **WINDOWS J-2, WINDOWS N-5**
 user(s)
 local, **WINDOWS P-13**
 multiple. *See* multiple users
 User Accounts window, **WINDOWS AP-10, WINDOWS AP-11**

Index

User column, Event Viewer, WINDOWS XP P-5
user interface
 of Home versus Professional editions, WINDOWS XP AP-5
 Windows XP Home versus Professional Editions, WINDOWS XP AP-4, WINDOWS XP AP-5

► **V**

video
 clip sources, WINDOWS XP M-5
 recording directly in Movie Maker, WINDOWS XP M-7

video clips
 editing, WINDOWS XP K-12–13
 embedding, WINDOWS XP K-10–11

video communication, Windows Messenger, WINDOWS XP I-14, WINDOWS XP I-15

video files. *See also* Movie Maker
 creating, WINDOWS XP B-18–19
 downloading, WINDOWS XP M-2
 formats, Movie Maker, WINDOWS XP M-7
 playing, WINDOWS XP B-16, WINDOWS XP B-17

video formats, WINDOWS XP K-11

Videos template, WINDOWS XP L-9

view(s). *See also* specific views
 folders, WINDOWS XP D-4

viewing. *See also* displaying
 Backup reports, WINDOWS XP 0-12, WINDOWS XP 0-13
 files and folders, WINDOWS XP C-6–7
 Folders list, WINDOWS XP C-8–9
 hardware settings, WINDOWS XP N-14–15
 History list, WINDOWS XP G-15
 Movie Maker projects, WINDOWS XP M-4, WINDOWS XP M-5
 movies, WINDOWS XP M-18, WINDOWS XP M-19
 My Computer, WINDOWS XP C-2, WINDOWS XP C-3
 network properties, WINDOWS XP J-5
 networks, WINDOWS XP J-6, WINDOWS XP J-7
 newsgroups, WINDOWS XP H-16, WINDOWS XP H-17
 object properties, WINDOWS XP K-5
 pictures, WINDOWS XP L-6–7
 printer properties, WINDOWS XP N-6–7
 system hardware, WINDOWS XP N-12–13
 video clips, WINDOWS XP M-6, WINDOWS XP M-7

View menu, Arrange Icons options, WINDOWS XP C-11

Virtual Private Network (VPN), WINDOWS XP J-2

viruses, protecting against, WINDOWS XP F-3

visual effects, WINDOWS XP AP-15
 changing, WINDOWS XP AP-15

volume labels, WINDOWS XP F-2

volumes, disks, WINDOWS XP P-16

VPN (Virtual Private Network), WINDOWS XP J-2

► **W**

wallets, .NET Passport, WINDOWS XP I-8, WINDOWS XP I-9

WANs (wide area networks), WINDOWS XP J-2,
 WINDOWS XP J-3

Web, WINDOWS XP G-2
 history, WINDOWS XP G-3
 Movie Maker information, WINDOWS XP M-9
 ordering photo prints, WINDOWS XP L-11
 publishing files, WINDOWS XP L-14–15
 searching, WINDOWS XP G-16–17
 updating Windows, WINDOWS XP F-15

Web addresses, WINDOWS XP G-8, WINDOWS XP G-9

Web browsers, WINDOWS XP G-2, WINDOWS XP G-3
 importing favorites, WINDOWS XP G-10
 starting Outlook Express, WINDOWS XP H-3
 viewing Web content, WINDOWS XP E-4

Web graphics, saving, WINDOWS XP G-13

Web items, WINDOWS XP E-4

Web pages, WINDOWS XP G-2
 adding link buttons, WINDOWS XP G-14, WINDOWS XP G-15
 adding to Favorites list, WINDOWS XP G-10–11
 changing home pages, WINDOWS XP G-14, WINDOWS XP G-15
 downloading, WINDOWS XP G-8
 offline viewing, WINDOWS XP G-10, WINDOWS XP G-12–13
 opening, WINDOWS XP G-8, WINDOWS XP G-9
 previewing, WINDOWS XP G-18, WINDOWS XP G-19
 printing, WINDOWS XP G-18, WINDOWS XP G-19
 saving, WINDOWS XP G-13

Web page window, Internet Explorer window, WINDOWS XP G-7

Web Publishing Wizard, WINDOWS XP L-14

Web sites, WINDOWS XP G-2

Web tab, Desktop Items dialog box, WINDOWS XP E-4,
 WINDOWS XP E-5

Welcome screen, WINDOWS XP A-3, WINDOWS XP AP-2,
 WINDOWS XP AP-3

Whiteboard, WINDOWS XP I-16–17

wide area networks (WANs), WINDOWS XP J-2, WINDOWS XP J-3

wildcards, WINDOWS XP C-12

windows, WINDOWS XP A-1. *See also* specific windows
 active, WINDOWS XP A-8, WINDOWS XP A-9
 managing, WINDOWS XP A-8–9
 panes. *See* panes
 resizing, WINDOWS XP A-8, WINDOWS XP A-9
 tiling, WINDOWS XP B-12, WINDOWS XP B-13

Windows, starting, WINDOWS XP A-2, WINDOWS XP A-3

Windows Classic settings, WINDOWS XP A-6

Windows Components Wizard, WINDOWS XP F-14,
 WINDOWS XP F-15, WINDOWS XP F-16, WINDOWS XP F-17

Windows Explorer, WINDOWS XP C-1, WINDOWS XP F-4,
 WINDOWS XP F-5, WINDOWS XP O-4, WINDOWS XP O-5
 opening, WINDOWS XP C-8

Windows media file formats, Movie Maker, WINDOWS XP M-7

Windows Media Player, WINDOWS XP B-16–17

Windows Messenger, WINDOWS XP AP-2, WINDOWS XP I-12–19
 audio communication, WINDOWS XP I-14, WINDOWS XP I-15
 instant messages, WINDOWS XP I-12–19
 phone calls, WINDOWS XP I-9

Remote Assistance, WINDOWS XP I-18–19

sharing documents, WINDOWS XP I-17

sharing graphical content, WINDOWS XP I-16–17

sharing programs, WINDOWS XP I-17

video communication, WINDOWS XP I-14, WINDOWS XP I-15

Whiteboard, WINDOWS XP I-16–17

Windows Messenger window, WINDOWS XP I-13

Windows Movie Maker, WINDOWS XP B-18–19

Windows Newsgroups Web site, WINDOWS XP H-10

Windows Picture and Fax Viewer window, WINDOWS XP L-6,
 WINDOWS XP L-7

Windows XP
 activation, WINDOWS XP AP-7
 Home and Professional Editions compared,
 WINDOWS XP AP-4–5

Home versus Professional editions of, WINDOWS XP AP-4–5

installing, WINDOWS XP AP-8–9

new features, WINDOWS XP AP-2–3

preparing to install, WINDOWS XP AP-6–7

registration, WINDOWS XP AP-7

WordPad
 editing text, WINDOWS XP B-6–7
 embedding objects. *See* Object Linking and Embedding (OLE)
 formatting text, WINDOWS XP B-8–9
 linking objects. *See* Object Linking and Embedding (OLE)
 opening and saving documents, WINDOWS XP B-4–5
 starting, WINDOWS XP B-2

word wrap, WINDOWS XP B-6

workgroups, WINDOWS XP J-4

workstations, WINDOWS XP J-2, WINDOWS XP J-3

World Wide Web. *See* Web entries

writing files and folders to discs, WINDOWS XP D-18,
 WINDOWS XP D-19

► **Z**

.zip file extension, WINDOWS XP D-12